



# ARMADALE ACADEMY

## Higher Admin & IT How to Pass Guide

*for parents and carers*

### Exam breakdown and links to key SQA documents

- Exam Breakdown: Question Paper (1 hour 30 minutes). Section 1 - 10 marks based on case study & Section 2 - 40 marks
- Assignment: 20 marks (+/-4) for spreadsheets, 20 marks (+/-4) for word-processing, 10 marks (+/-2) for database & 10 marks (+/-2) for communication
- Past Papers: <https://www.sqa.org.uk/sqa/47918.html>
- Understanding Standards: <https://www.understandingstandards.org.uk/Subjects/Administration/higher>

### Resources to support your child

#### External

- SQA Past Papers
- Bright Red Digital Resources

#### Internal

- Admin & IT Teams Page
- Command Words available on Teams Page
- Text book available for your use

#### Family Learning Area on School Website

### Practical strategies to support your child

- Traffic-light course checklist to identify areas where you are unsure and make sure these areas remain a key revision focus
- Answering past paper exam questions and self-mark against the marking instructions - these are available on the SQA website
- Practise questions with different command words and self-mark against the marking instructions
- Practise past paper assignment questions (practical element) - marking scheme is available on SQA website
- Record yourself reading out your revision notes and listen to them while walking to school, in the car or on the bus
- Mind map information on each topic
- Use colour to code revision notes
- Create flash-cards
- Highlight areas where you are unsure and make sure these areas remain a key revision focus
- Make a list of key words for each topic - memorise these words and what they mean
- Make a list of examples of each topic and memorise these

### How can you support your child?

- Help them to create a revision timetable so that revision isn't left until the last minute.
- Quiz your child on the material in their jotter / handouts after they have revised a particular topic.
- Get your child to teach you about a particular topic. Teaching others is a very effective way to learn information.